

# VOCA QUARTERLY REPORTING

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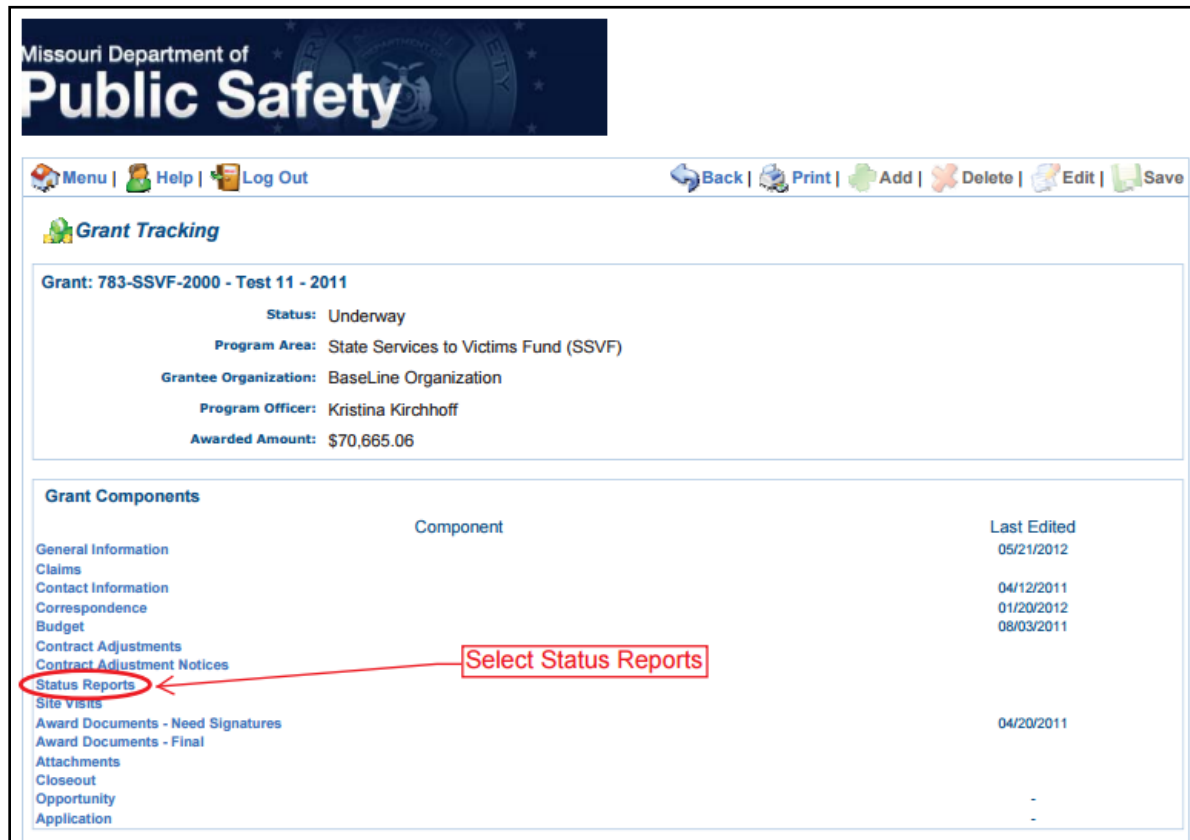
Missouri Department of Public Safety  
Crime Victim Services Unit

# What is Changing?

- VOCA will now be reported on a quarterly basis to the federal Office for Victims of Crime.
- Four reports will be submitted through WebGrants in the Status Report section.
- The report will be completed in WebGrants, with an additional form uploaded as an attachment.
  - The form will request more detailed information regarding types of services provided during the reporting period.

# How to Create a Report

- To submit the quarterly status report, access your current VOCA award in WebGrants
- Under Grant Components, select “Status Reports”



Missouri Department of Public Safety

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**Grant Tracking**

Grant: 783-SSVF-2000 - Test 11 - 2011

Status: Underway

Program Area: State Services to Victims Fund (SSVF)

Grantee Organization: BaseLine Organization

Program Officer: Kristina Kirchhoff

Awarded Amount: \$70,665.06

**Grant Components**

Component	Last Edited
General Information	05/21/2012
Claims	
Contact Information	04/12/2011
Correspondence	01/20/2012
Budget	08/03/2011
Contract Adjustments	
Contract Adjustment Notices	
Status Reports	
Site visits	
Award Documents - Need Signatures	04/20/2011
Award Documents - Final	
Attachments	
Closeout	-
Opportunity	-
Application	-

Select Status Reports

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## Grant Tracking

### Grant: 783-SSVF-2000 - Test 11 - 2011

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### Status Reports

[Copy Existing Status Report](#) | [Return to Components](#)







ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
783-SSVF-2000 - 01	Annual Report	04/11/2011-04/25/2011			-	Editing
783-SSVF-2000 - 02	Annual Report	07/01/2011-06/30/2012			-	Editing
783-SSVF-2000 - 03	Annual Report	07/01/2011-06/30/2012			-	Editing

Last Edited By:

- From the top menu, select “Add” to create a new status report.

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## Grant Tracking

### General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Report Period:

From

to


Status Report Type: \* Annual Report

Remember  
to SAVE!

- Enter the dates of the quarter which is being reported. The first quarter is October 1, 2015-December 31, 2015.
- For Status Report Type, select “Annual Report.”
- Select “Save” from the top menu.

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## Grant Tracking

### General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 11122

Status Report Status: Editing

Due Date:

Report Period: 07/01/2014  
From

06/30/2015  
to

Status Report Type: Annual Report

Last Edited By: TEST TEST, 06/20/2012

Verify that this information  
is correct

[Return to Components](#)

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- Verify that the General Information section is correct
- Select “Return to Components” from the top menu

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If you make a mistake  
after you have saved,  
you can always Edit

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## Grant Tracking

### Status Report: 783-SSVF-2000 - 04

Grant: 783-SSVF-2000-Test 11

Status: Editing

Program Area: State Services to Victims Fund (SSVF)

Grantee Organization: BaseLine Organization

Program Manager: Kristina Kirchhoff

When you are finished entering your  
information, Mark as Complete.

Don't worry if you find an error, you can  
always edit your information up until the  
time you actually submit the report.

### A. Victims Served

Indicate the number of victims served by your SSVF funded project during this project period. Each victim should be counted only once, i.e., a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes.

[Mark as Complete](#) [Go to Status Report Forms](#)

- General Information, Victims Served, Narratives, Training, Goals and Objectives sections must be and marked as complete.



- General Information must be completed and marked complete
- Victims Served must be marked complete. You do not have to fill it in.
- Narratives must have “n/a” put in each box in order to mark complete. You must fill in “n/a” in order to mark complete.
- Training must only be marked complete. You do not have to fill in training.
- **Attachments, you are required to attach the new “subgrant award report” in this section and mark complete**
- VOCA Goal and Objectives must only be marked complete. You do not have to fill it in.



# Attachments

- After marking complete the General Information, Victims Served, Narratives, Training, and Goals and Objectives sections, an additional form will be uploaded as an attachment in WebGrants.
- Blank forms can be accessed on the DPS-CVSU website.
- It may be helpful to complete the form before beginning the status report in WebGrants, so it will be ready to upload.

# How to Complete the Attachment

- Some new fields are required with the quarterly report.
- Please fill out as many sections as possible.
- If you are not already collecting this information, you may select “Not Reported” or “Not Tracked.”
- **Collection of this data should begin immediately.**

# What Information is Required?

- Race/Ethnicity
  - A breakdown of the race/ethnicity of each victim served is to be included. This is more detailed than previous reporting.
- Gender and Age
  - The report includes sections for a breakdown of Male/Female/Other.
  - More specific age categories are to be reported.

# What Information is Required?

- Types of Victimization
  - Data will be entered for more crime categories than is currently reported.
  - Per the instructions, an individual MAY be counted in more than one victimization type.
- Special Classification
  - Collect information on the specialized demographic categories as listed in the report.
  - These categories are self-reported by the victim.

# Information and Referral

- Provide breakdown of number of victims served per subcategory.
- Please refer to the report to view the various categories and subcategories.
- Total number of victims served will be reported for each category.
  - Each category is further broken down into specific services

# Annually Reported Outcomes

- This section will only be completed at the end of the 12-month reporting period, as of September 30.
- Report the number of service requests that were unmet during the reporting period.
- Explain the agency evaluation processes.
- Discuss issues and challenges related to providing services. This information will be similar to the narrative portion in the WebGrants report.

# Upload the Completed Attachment

- Once the form is completed, it will be uploaded as an attachment to the status report.
- After uploading the attachment, completing all sections, and reviewing for accuracy, click “submit.”
- Detailed instructions for completing the WebGrants portion of the report are available on the DPS-CVSU website under the “VOCA” tab.



## Grant Tracking

### Status Report: 783-SSVF-2000 - 04

Grant: 783-SSVF-2000-Test 11

Status: Editing

Program Area: State Services to Victims Fund (SSVF)

Grantee Organization: BaseLine Organization

Program Manager: Kristina Kirchhoff

### Components

	Name	Complete?	Last Edited	Preview	Submit
General Information		<input checked="" type="checkbox"/>	06/20/2012		
Victims Served		<input checked="" type="checkbox"/>	06/20/2012		
Narratives		<input checked="" type="checkbox"/>	06/20/2012		
Training		<input checked="" type="checkbox"/>	06/20/2012		
Attachments		<input checked="" type="checkbox"/>	06/20/2012		
Goals and Measurable Objectives - New		<input checked="" type="checkbox"/>	06/20/2012		

Missouri Department of Public Safety

Every section should  
be marked Complete.

Click on Preview to  
review and print your  
report.

Once you are satisfied  
the information is  
correct, click Submit  
...and you're finished!

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# Quarterly Report Due Dates

- Due **January 29, 2016** at 5:00 PM
  - Oct. 1, 2015 - Dec. 31, 2015 reporting period
- Due **April 29, 2016** at 5:00 PM
  - Jan. 1, 2016 - March 31, 2016 reporting period
- Due **July 29, 2016** at 5:00 PM
  - April 1, 2016 - June 30, 2016
- Due **October 31, 2016** at 5:00 PM
  - July 1, 2016 - Sept. 30, 2016
- Due **January 2017**
  - Oct. 1, 2016 - Dec. 31, 2016

# Final Points

- A data tracking spreadsheet tool to be used for gathering individual-level data on Victim Assistance services that your agency provides with VOCA plus match funding has been added to the CVSU webpage along with the “subgrant award report”.
- The data tracking spreadsheet tool is optional for your agency to use. It is merely a tool to help track the data required for the subgrant award report.
- The “subgrant award report” is a mandatory report to be submitted through Webgrants.

# Thank you

- CVSU understands this is challenging
- CVSU does not expect perfection as we make the transition to Quarterly Reporting
- CVSU is continuing to receive guidance from OVC on this new reporting model
- CVSU and subgrantees are transitioning to this new reporting model together
- If you have questions please contact your CVSU Program Representative